

PRICE INFORMATION FOR BUSINESSES

We have set out below the average costs applicable to new Premises Licence applications and applications for a full variation of an existing Premises Licences.¹ Given that each application is tailor-made, the fees provided are indicative of the likely costs involved and will increase as a result of any particular complex or controversial application, requiring additional work and/or seniority of fee earner.

In some circumstances we may be able to offer working on a fixed fee basis, this is not guaranteed and is considered on a case-by-case basis.

These fees are based on the submission of the application and do not include factors such as any pre-application advice required from local authorities, dealing with representations, preparation and representation at a Licensing Sub-Committee hearing and appeals².

Anticipated fees are categorised as follows:

	Impact	Likely characteristics	Fee
(a)	Low Impact	<u>Unlikely</u> to impact on the licensing objectives and/or Licensing Policy.	£950.00
(b)	Medium Impact	<u>Likely</u> to impact on the licensing objectives and/or Licensing Policy.	£1,950.00
(c)	High Impact	Anticipated to be highly contentious; impacting on the licensing objectives and/or be contrary to Licensing Policy.	£4,950.00

The higher the likely impact the greater the associated fee earner time and seniority is likely to be. This is reflected in the fee range for each type of application.

Costings above **include**:

- taking your instructions;
- advising on the type of plans required to accompany your application* and appropriate application fee;
- drafting a consent form for the Designated Premises Supervisor (“DPS”)*;
- undertaking due diligence on the DPS’s right to work in accordance with applicable Immigration legislation (new applications)*;
- completing and submitting the application, including the Operating Schedule;
- preparing copies of the application for disclosure to the responsible authorities, where appropriate;
- Drafting notices advertising the application for display at the premises in the correct statutory form and publication to an appropriate newspaper local to the premises;
- Liaising with you to arrange the display of the notice(s) at the premises – either by advising you as to the appropriate location and number, or arranging for the notices to be displayed on your behalf;
- Checking the licence once granted and correcting any errors with the licensing authority.

¹ Our fees indicated below are exclusive of VAT, payable at the prevailing rate, and disbursements

² See below for what is included and excluded in the costings provided.

*Generally applicable to new applications only

Costings above **exclude**:

- obtaining suitable plans;
- pre-application advice with the licensing or other authorities;
- dealing with, attending meetings or advising you in relation to queries or representations received from either the Responsible Authorities of other Interested Parties;
- drafting additional documentation to support the application such as Dispersal Policy, Operational Management Plan, Risk Assessments;
- instructing and thereafter liaising with Experts or Counsel;
- preparation for and representation at a Licensing Sub-Committee hearing³;
- drafting lease or similar clauses;
- any planning advice;
- advice in relation to technical standards, building control, or similar;
- any appeal or challenge.

We are happy to provide costs estimate (and fixed-fees in appropriate cases) for any additional work required.

Standard Hourly Rates

Are available on request and depend on the fee-earner involved. Details of our staff, their experience and qualifications can be found [here](#).

Disbursements:

These are costs related to your matter that are payable to third parties, such as the application fee. The standard disbursements are:

Application fee⁴: £100.00 to £1,905.00
Advertising fee⁵: £150.00 – £450.00 (plus VAT at the prevailing rate)
Postal/courier fee to serve the application⁶: £10.00
Expert fees⁷: variable (plus VAT at the prevailing rate)
Counsel fees⁸: variable (plus VAT at the prevailing rate)

³If representations are received and attendance and representation at a Licensing Sub-Committee is required then we will provide a separate fee estimate for this work which will be charged at an hourly rate.

⁴ The application [fee](#) is payable to the Licensing Authority and based on the [rateable value](#) of the premises. In some instances, a multiplier will be applied. This is specific to the premises and the licensable activities sought – we will advise on a case by case basis.

⁵ The newspaper fee will be dependent on the location of the premises and the length of the advertisement required.

⁶ Variable depending on location and appropriate method. VAT at the prevailing rate is payable on courier fees. VAT at the prevailing rate is payable on selected Royal Mail services outlined [here](#).

⁷ In some instances it may be beneficial to seek the services of an expert to support your application, e.g. by providing a report or witness statement. The fee will be negotiated with the expert based on the specific nature of the instruction, the likely time required to complete the work and the appropriate report/statement to be provided. Costs typically range from £500 to £5,000.00 plus VAT depending on the precise instruction. In urgent and/or highly complex and controversial matters the expert fee may be considerably more.

⁸ In some instances it will be appropriate to instruct counsel to represent you at a Licensing Sub-Committee Hearing. This fee will be negotiated with counsel's clerk according to the specific work involved.

Time frame

The time frame from instruction to obtaining a Premises Licence, or variation of existing Premises Licence varies depending on the complexity of the application, including the scale of appropriate pre-application work and whether the application receives representations which require it to be determined by a Licensing Sub-Committee.

If an application receives no representations (generally being of low impact), or we are able to negotiate to secure the removal of a representation, the licence will be deemed granted following the expiry of 28 days commencing the day after the application is served on the Licensing Authority. We would therefore expect a six-week turnaround from the taking of full instructions, to grant. Receipt of the physical licence can take somewhat longer and is down to the caseload of the relevant Licensing Authority.

We would anticipate medium and high impact applications to take longer to both prepare, and determine (often at a Licensing Sub-Committee). Hearings by a Licensing Sub-Committee must commence no later than 20 working days after the end of the application period. We would therefore expect the application to be determined eight weeks from validation and approximately 12 weeks from the date full instructions are taken. This estimate excludes any appeal.

The time frame indicated above may also be impacted by matters such as planning implications or tactical reasons for service of the application at specific times.

We would be pleased to speak with you to discuss your specific requirements and provide you with a tailored fee estimate.